

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-03-001

**OPEN PERIOD:**

5/5/2010 – 6/11/2010

**JOB TITLE:**

Secretary (OA)

**PAY GRADE AND SERIES:**

GS-0318-05/06

**PAY RANGE:**

\$33,521 - \$53,983

**POSITION LOCATION:**

Sacramento, CA.

**UNIT:**

JFHQ – J1

**PDCN #:** 70040000

**Security Clearance Required:**

National Agency Check

**APPOINTMENT TYPE:** PERMANENT - DUAL STATUS

**AREA OF CONSIDERATION:** CURRENT ON BOARD PERMANENT CALIFORNIA ARMY NATIONAL GUARD TECHNICIANS ONLY

Military grade of E-1 through E-7.

**Compatible Military Grade Assignment:** MOS 42A.

**Key Requirements:**

Ability to type 40 WPM.

**THIS IS A PERMANENT POSITION**

This position is located in an Army or Air National Guard Organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates intensively in the management of the office by applying a good working knowledge of the program under control of the supervisor(s) and relieves the supervisor(s) of clerical and administrative support.

**THIS POSITION MAY BE CONCURRENTLY ANNOUNCED WITH VA 10-03-001A AND 10-03-001C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.**

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.) stenographic (taking and transcribing shorthand).

**Secretary (OA) GS-0318-05 (Trainee):** Must have 6 months of specialized experience in the performance of clerical or administrative duties which demonstrates that the candidate has a basic knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area; experience in the operation of manual, electric, or automatic typewriter to include correct spacing and arrangement, punctuation, capitalization, and grammar of typed material; experience in taking and transcribing personal, telephone, or conference dictation; experience in planning and coordinating meetings, such as scheduling, reserving meeting rooms, notifying participants, arranging travel for staff, to include making hotel reservations, keeping in touch with staff enroute, preparing travel vouchers, etc.; clerical or administrative experience in establishing filing systems, filing material, searching for and obtaining requested information from files and the disposal of materials.

**Secretary (OA) GS-0318-06:** Must have 9 months of specialized experience in the performance of clerical or administrative duties which demonstrates that the candidate has a basic knowledge of office routines and functions

sufficient to refer visitors and telephone calls and to route correspondence by name or functional area; experience in the operation of manual, electric, or automatic typewriter to include correct spacing and arrangement, punctuation, capitalization, and grammar of typed material; experience in taking and transcribing personal, telephone, or conference dictation; experience in planning and coordinating meetings, such as scheduling, reserving meeting rooms, notifying participants, arranging travel for staff, to include making hotel reservations, keeping in touch with staff enroute, preparing travel vouchers, etc.; clerical or administrative experience in establishing filing systems, filing material, searching for and obtaining requested information from files and the disposal of materials.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-06 position indicated above may be considered for GS-05 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-06 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of Microsoft operating systems Outlook, Word, Power Point, and Excel.
2. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
3. Knowledge of grammar, spelling, punctuation, and required formats.
4. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, input travel vouchers and reports.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

GS-5: Completion of 2 academic years of full-time business school or 2 academic years of education above the high-school level will satisfy the requirements for the GS-5 positions.

GS-6: Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-6 positions.

-Appropriate military training courses will be credited on a month for month basis.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (**mandatory**)
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**  
[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**